

# NASA Shared Services Center

## ENABLING MISSION SUCCESS

NASA Shared Services Center (NSSC) enables the NASA mission by saving tax payer dollars to maximize efficiency and minimize cost, while increasing automation to move forward with NASA's important work. With a dedicated, knowledgeable workforce and cutting-edge facilities/capabilities, the NSSC provides more than 60 business activities to 10 NASA Centers. To increase operational efficiency and improve overall customer service, the NSSC performs a variety of activities in the areas of Financial Management, Procurement, Human Resources, Enterprise Services, and Agency Business Support.

### ***Economic Impact on Local Community:***

- NSSC is an innovative public-private partnership between NASA, private sector, and the states of Mississippi and Louisiana.
- In FY18, the NSSC contributed nearly \$153 million in the form of salaries and purchases into the local economy (communities of Hancock, Harrison, and Pearl River counties in coastal Mississippi and St. Tammany Parish in Louisiana).



# NSSC

## PORTFOLIO OF SERVICES

<b>Procurement Services</b>		<ul style="list-style-type: none"> <li>Grant and Cooperative Agreement Awards and Administration</li> <li>SBIR/STTR Contract Awards and Administration</li> </ul>	<ul style="list-style-type: none"> <li>Consolidated Contract Management</li> <li>Enterprise License Management</li> <li>Support of Agency Enterprise IT Contracts</li> <li>Simplified Acquisitions</li> <li>P-Card Agency Program Management</li> </ul>	<ul style="list-style-type: none"> <li>FAC-C and FAC-COR Certification Management</li> <li>Contract Audit/ Administration Validation</li> <li>Grants Management Services</li> </ul>
<b>Financial Management Services</b>		<ul style="list-style-type: none"> <li>Accounts Payable (includes invoice escalation)</li> <li>Accounts Receivable / Debt Waiver</li> <li>Fund Balance w/ Treasury (includes escalation)</li> </ul>	<ul style="list-style-type: none"> <li>Domestic, Foreign, ETDY, and COS Travel Voucher Payments</li> <li>ETDY Travel Authorization and Voucher Preparation</li> </ul>	<ul style="list-style-type: none"> <li>Employee Relocation Support</li> <li>Relocation Services Contract Management</li> <li>Funded/ Unfunded Leave Journal Vouchers</li> <li>Travel/Fleet Card Support</li> </ul>
<b>Human Resources Services</b>		<ul style="list-style-type: none"> <li>Payroll, Time and Attendance Support</li> <li>HR IT Systems Development and Maintenance</li> <li>On-boarding, In-Processing</li> <li>HR surveys</li> <li>Senior Executive Service (SES) Appointment Support</li> <li>SES Candidate Development Program Support</li> <li>Financial Disclosures Processing</li> <li>Classification Services and Appeals</li> <li>Personnel Action Processing</li> </ul>	<ul style="list-style-type: none"> <li>Staffing Services</li> <li>e-OPF Maintenance and Recordkeeping</li> <li>On-site and Off-site Training Purchases</li> <li>Drug Testing Administration</li> <li>Employment Inquiries</li> <li>Adjudication of Position Classification Appeals</li> <li>Employee Recognition and Awards Processing</li> <li>Employee Notices Information Materials</li> <li>Suitability Adjudications</li> <li>Presidential Rank Awards</li> </ul>	<ul style="list-style-type: none"> <li>Retirement Estimates and Package Processing</li> <li>Benefits &amp; Survivor Counseling</li> <li>Civilian and Military Deposit Processing</li> <li>Admin of Leave Donor, Leave Bank, and Sick Leave Programs</li> <li>Federal Workers' Comp Program Administration</li> <li>Unemployment Compensation Management</li> </ul>
<b>Enterprise Services</b>		<ul style="list-style-type: none"> <li>Customer Contact Center</li> <li>Document Imaging and Electronic Document Management</li> <li>Enterprise Service Desk</li> </ul>	<ul style="list-style-type: none"> <li>NCCIPS</li> <li>Intelligent Automation Services</li> <li>Enterprise Service Request System</li> </ul>	
<b>Agency Business Support Services</b>		<ul style="list-style-type: none"> <li>Budgeting and Resource Management for NSSC, NASA IT Contracts, and NCCIPS</li> </ul>		

**NSSC Performs 60+ Business Activities for NASA**